

EIA-819 MONTHLY OXYGENATE REPORT INSTRUCTIONS

1. QUESTIONS?

If you have any questions about Form EIA-819 after reading the instructions, please contact the Form Manager at (202) 586-7484.

2. PURPOSE

The Energy Information Administration (EIA) Form EIA-819, "Monthly Oxygenate Report," is used to collect data on oxygenate production, and end-of-month stocks. The data appear on EIA's website at www.eia.doe.gov and in numerous government publications.

3. WHO MUST SUBMIT

Form EIA-819 is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by:

- the operators of all facilities that produce (manufacture or distill) oxygenates (including MTBE plants, petrochemical plants, and refineries that produce oxygenates as part of their operations located in the 50 States and the District of Columbia.

Section 9 explains the possible sanctions for failing to report.

4. WHEN TO SUBMIT

Form EIA-819 must be filed with the EIA by the 20th calendar day following the end of the report period (e.g., the Form EIA-819 covering the January 2004 report period must be received by February 20, 2004).

5. WHERE TO SUBMIT

This form may be submitted to the EIA by mail, fax, e-mail, or secure file transfer. Should you choose to submit your data via e-mail, we must advise you that e-mail is an insecure means of transmission because the data are not encrypted, and there is some possibility that your data could be compromised. You can also send your Excel files to EIA using a secure method of transmission: HTTPS. This is an industry standard method to send information over the web using secure, encrypted processes. (It is the same method that commercial companies communicate with customers when transacting business on the web.) To use this service, we recommend the use of Microsoft Internet Explorer 5.5 or later or Netscape 4.77 or later. Send your surveys using this secure method at: <https://idc.eia.doe.gov/upload/noticeoog.jsp>.

Fax completed forms to: **(202) 586-6323 or (202) 586-1076**

E-mail completed forms to: **OOG.SURVEYS@eia.doe.gov**

Electronic Filing Option: The PC Electronic Data Reporting Option (PEDRO) is a Windows-based application that will enable you to enter data interactively, import data from your own database, validate your data online, and transmit the encrypted data electronically to EIA via the Internet or a dial-up modem. If you are interested in receiving this free software, contact the Electronic Data Collection Support Staff at **(202) 586-9659**.

6. COPIES OF SURVEY FORMS, INSTRUCTIONS AND DEFINITIONS

Copies in portable document format (PDF) and spreadsheet format (XLS) are available on EIA's website at:

www.eia.doe.gov/oil_gas/petroleum/survey_forms/pet_survey_forms.html

You may also access the materials by following the steps below:

- Go to EIA's website at www.eia.doe.gov
- Place a cursor on *By Fuel* near the center of the page and click on *Petroleum* from the drop down menu
- Click on *Survey Forms* on the left side of the page
- Select the materials you want.

Files must be saved to your personal computer. Data cannot be entered interactively on the website.

7. HOW TO COMPLETE THE SURVEY FORM

PART A. RESPONDENT IDENTIFICATION

- Enter the name and mailing address of the reporting company. If there has been a change since the last report, enter an "X" in the box to the right.
- Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.
- Enter the name, title, telephone number, fax number, and e-mail address of the person to contact concerning information shown on the report. The person listed should be the person most knowledgeable of the specific data reported. Check the box provided if the contact information is different from the prior month.

Report Period

Enter the year and month (e.g., January 2004 is: Year 04 Month 01).

The monthly report period begins at 12:01 a.m. on the first day of the month and ends midnight of the last day of the month.

Resubmission

A resubmission is required whenever an error greater than 5 percent of a previously reported value is discovered by a respondent or if requested by the EIA.

Enter "X" in the resubmission box if you are correcting information previously reported.

Enter only those data cells which are affected by the changes. You are not required to file a complete form when you resubmit.

PART B. COMMENTS

Explain any unusual or substantially different aspects of your reporting month's operations that affect the data reported.

PART C. OXYGENATE ACTIVITY

Definitions of petroleum products and other terms are available on EIA's website www.eia.doe.gov. From the EIA home page click on "By Fuel". Then click "Petroleum". On left side of "Petroleum Page" click on "Publications". Click on "Annual". Click on "Petroleum Supply Annual, Volume 1". In the table of contents scroll down to "Glossary". Click "Glossary". Please refer to these definitions before completing the survey form.

Report all quantities to the nearest whole number in **thousand barrels** (42 U.S. gallons/barrel). Quantities ending in 499 or less are rounded down, and quantities ending in 500 or more are rounded up (e.g., 106,499 barrels are reported as 106 and 106,500 barrels are reported as 107).

Report data for only those lines which are applicable to your operation. If there are no data for a specific line, leave the entire line blank. Shaded cells on the form are those in which data are not currently required to be reported.

Production

Report the production of oxygenates and motor gasoline blending components. Do not report the production of intermediate products. For example, if iso-butylene is produced at the production facility and is used as a feedstock to produce MTBE at the production facility do not report the production of iso-butylene. In this case, you would report the production of MTBE.

Stocks

Only include stocks located at production facilities. Report total stocks of oxygenates in the custody of the facility or facilities regardless of ownership. Include stocks in aboveground and underground storage as well as rail cars located at the facility or facilities. Exclude inventories in leased

tankage at other facilities. Reported stock quantities should represent actual measured inventories where an actual physical measurement is possible. **Stocks of MTBE should only be reported by operators of merchant MTBE plants.** Merchant plants will be contacted by the EIA to ensure they know how EIA has classified their plant in the past. **Stocks of MTBE at captive plants are excluded from Form EIA-819 because they are reported on Form EIA-810, "Monthly Refinery Report".**

Use Table 1 to determine the PAD District classification of each state.

Table 1. State Classification

PAD DISTRICT I		
New England SUB-PADD 1X	Central Atlantic SUB-PADD 1Y	Lower Atlantic SUB-PADD 1Z
Connecticut	Delaware	Florida
Maine	Dist. Columbia	Georgia
Massachusetts	Maryland	N. Carolina
New Hampshire	New Jersey	S. Carolina
Rhode Island	New York	Virginia
Vermont	Pennsylvania	West Virginia

PAD DISTRICT II			
Illinois	Kentucky	Nebraska	S. Dakota
Indiana	Michigan	N. Dakota	Tennessee
Iowa	Minnesota	Ohio	Wisconsin
Kansas	Missouri	Oklahoma	

PAD DISTRICT III	PAD DISTRICT IV	PAD DISTRICT V
Alabama	Colorado	Alaska
Arkansas	Idaho	Arizona
Louisiana	Montana	California
Mississippi	Utah	Hawaii
New Mexico	Wyoming	Nevada
Texas		Oregon
		Washington

8. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The information reported on this form will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905. The Energy Information Administration (EIA) will protect your information in accordance with its confidentiality and security policies and procedures.

The Federal Energy Administration Act requires the EIA to provide company-specific data to other Federal agencies when requested for official use. The information reported on this form may also be made available, upon request, to another component of the Department of Energy (DOE); to any Committee of Congress, the General Accounting Office, or other Federal agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order. The information may be used for any

nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Company specific data are also provided to other DOE offices for the purpose of examining specific petroleum operations in the context of emergency response planning and actual emergencies.

Disclosure limitation procedures are not applied to the statistical data published from this survey's information. Thus, there may be some statistics that are based on data from fewer than three respondents, or that are dominated by data from one or two large respondents. In these cases, it may be possible for a knowledgeable person to estimate the information reported by a specific respondent.

9. SANCTIONS

The timely submission of Form EIA-819M by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 each day for each violation, or a fine of not more than \$5,000 for each willful violation.

The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

10. FILING FORMS WITH THE FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 38 minutes per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenue, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.